



TOWN OF AMHERST, MASSACHUSETTS
Application for Reservation of a Town Way

FEE: Cost of additional police officers, if needed.

Information contained on this form is public information.
Name of Sponsoring Organization:

Address of Sponsoring Organization:

Phone #

Reservation Requested by:

Title:

Address:

Phone #

Type of Event (i.e. parade, road race):

Starting location of event:

End location of event:

(Applicant must attach a map detailing the entire route of the event.)

Activity Begins: _____
(Please be Specific) Date Time

Activity Ends: _____
Date Time

Clean-up Date: _____

List of responsible individuals and times they will be in charge:

What is your plan for clean-up of the area immediately upon conclusion of event?

Number of people anticipated in connection with the event

Blocking the public way may result in expenses incurred by the applicant for police services.

In addition, the applicant agrees that the use of sound equipment will be reduced or eliminated upon the request of the Amherst Police Department.

I have read the attached Rules and Orders Regulating Paved Areas and agree to abide by them.

X _____
Applicant Signature

TOWN MANAGER

OFFICE USE ONLY

DATE RECEIVED: _____

ADDITIONAL POLICE NEEDED: _____

TIME RECEIVED: _____

RESERVATION #: _____

COMMENTS: _____

DATE CONFIRMED: _____

APPROVED: _____

TOWN MANAGER

APPROVED: _____

POLICE CHIEF

Confirmation Ltr: _____

cc: DPW: _____

Chamber: _____

Police: _____

RACE OR PARADE CHECKLIST

✓	PROCEDURE
	<ul style="list-style-type: none"> • Reserve date with Town Manager's Office 256-4001 • Complete Reservation of a Town Way Form (include map of proposed route). • Include letter to Select Board if requesting street closing or parking restrictions. (See below.) • Meet with Chief of Police, Charles Scherpa.
	Chief of Police:
	<ul style="list-style-type: none"> • Meet with Chief of Police, Charles Scherpa 256-4016 • Provide detailed map of proposed route. • Chief of Police will sign Common Reservation Form and return it to the Town Manager's Office for Town Manager's signature. • Pay for any additional police needed for traffic control, etc.
	<i>Secure permits, if appropriate, for event as follows:</i>
	Food:
	<ul style="list-style-type: none"> • Health Sanitarian, David Zarozinski 256-4033 • Permits – a minimum of two weeks prior to event, secure any permits required for food handling, food sales, etc.
	Bathroom Facilities (temporary):
	<ul style="list-style-type: none"> • Health Sanitarian, David Zarozinski 256-4033 • A minimum of two weeks prior to event, contact Health Sanitarian to determine number of facilities required. • Pay inspection fee.
	Electrical Usage:
	<ul style="list-style-type: none"> • Chamber of Commerce 253-0700 • Five days prior to event, pay activation and usage fee.
	<ul style="list-style-type: none"> • Electrical Inspector, Paul Choiniere 256-4030 • Permits – a minimum of two weeks prior to event secure any permits required for electrical wiring, etc.
	Street Closings and/or Parking Restrictions
	<ul style="list-style-type: none"> • If you are requesting special consideration for a street closing or parking restrictions, you must put your request in writing to the Select Board a minimum of four weeks prior to your event. The Select Board will need to vote on the request at one of their regularly scheduled meetings.